

Subject:

1. **Issues:**

- Focused, concise summary statement of the most important issues
 - Why the issue is important for the VADM/NOAA
 - What is the NWS/NOAA position
 - If a Joint Issue what is the other Agency or Line Office's positions: state clearly
 - Who are the drivers, what are their positions
- The agenda and **Why** the VADM should press the issue
- If an Information Paper state why the Info paper is provided. {e.g. Info paper provided per VADM request for more Info on subject during 5 Nov meeting.}

1. **Background:** {Not Required if not Needed to clarify topic}

- Background amplifying data and information
 - Only, specific, need to know information
- Historic data applying directly to the issue

1. **Discussion:**

- A discussion of the significant issues
 - The hard data and facts
 - Both sides should be stated: the rest of the story
- What is the holding line
 - Why the VADM/NOAA should hold that line
- What are the measures of effectiveness
- What is the product of the plan?

3. **Recommendation/ or Conclusions:**

- Concise specific conclusion for point paper
- State your proposed recommendation for the best position for the VADM/NOAA
- State clearly what are the other significant players positions